

## I. INTRODUCTION

The Grading Section is responsible for the technical supervision in terms of the official standards for grade, staple, micronaire and HVI testing of all Cotton classing performed by the Division.

The Section is responsible for final grade, staple and micronaire determinations upon appeal, or upon request for review. Technical supervision is furnished by cotton classers in Division field offices where the original classification is made on from 12 to 16 million bales annually. The Section is responsible for the technical supervision of all instruments used in cotton classing programs. The Section performs all cotton linters classification. The Section is responsible for rating the practical examinations for all cotton classers. The Section also is responsible for licensing and providing technical supervision to cottonseed throughout the United States.

The incumbent, as a working supervisor of lower level aids, carries out assignments in support of the determination and recordation of cotton quality and related duties and, as such, serves as an Agricultural Commodity Aid. As a working supervisor, the incumbent provides supervision for six to ten employees (GS-1981-02).

## II. DUTIES AND RESPONSIBILITIES

The incumbent, as a working leader, either performs or oversees the technical performance of the following duties:

Records on classing certificates grade and staple length called out by classers as cotton is classed. Either simultaneously records grade and staple length to cotton classing record sheets or, later, summarizes and tabulates results by symbols and codes from certificates to record sheets. Records on CN-360 (Check lot sheets) results of cotton classification by member of Grading Section as compared to classification results of field office classers. Assembles and prepares classification certificates and copies of record sheets or summarizes for mailing to designated recipients. Keeps a record of number of samples classed by each classer daily by type of classing service.

Operates scales and airflow instruments or HVI instruments on a production line basis. The micronaire procedure usually involves the following process: feeding a sample to the operation from a bulk supply of cotton samples submitted for classification; extracting a composite specimen representing both sides of the sample; weighing out proper amount on a delicate scale; determining the reading and recording this on tag; and placing finished sample in tray for removal to classing operation. The HVI procedure involves a three person team whereby each operator tests the sample as it is passed down the HVI Line. As assigned by Administrative Clerk, performs other miscellaneous clerical tasks in the office, such as filing, posting to records, running totals on reports, preparing summary sheets for use, etc. Performs other duties as assigned.

### III. JOB CONTROLS

A. Responsibility for the Work of Others: Incumbent orients and trains newly hired Agricultural Commodity Aids, maintaining continuous supervision of performance and review of work already completed. Checks work of employees for conformance to established standards. Distributes and balances workload among the employees. Reports to supervisor on performance, progress and disciplinary problems and makes suggestions as requested concerning promotions, reassignments, recognition of outstanding performance, etc. Makes recommendations to supervisor as to number of employees needed from day-to-day. Initially receives complaints of subordinates, resolving very simple ones and referring others to supervisor. Checks working conditions of employees such as seating, lighting, ventilation, safety, etc.

Provides equal opportunity in employment for all subordinates, applicants and new hires, prohibits discrimination in employment based on race, color, religion, sex, national origin, age or handicap condition and promotes a full realization of equal employment through continuous affirmative actions within the work environment.

B. Supervision and Guidance Received: Administrative supervision is received from the Administrative Clerk. Technical supervision is received from the Administrative Clerk and other higher grade employees who assign tasks to be done, give initial detailed instruction in work methods to be followed, and review work on a spot check basis for satisfactory rate of accomplishment and accuracy.